



OFFICE OF PUBLIC INSTRUCTION

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www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

Date: August 1, 2007
To: School Foodservice Managers/Directors
From: Christine Emerson, Director
School Nutrition Programs
Re: Foodservice Manager Fall Mailing

Enclosed is the annual foodservice manager fall mailing.

In this packet:

- ✓ Training and Technical Assistance; Promotions and Ready Resources
- ✓ Civil Rights Training memo and documentation form
- ✓ Healthy School Award Opportunities: Be a Healthy School Champion!
- ✓ July 2007 Think Food
- ✓ Notice of Shipment for Commodity Orders
- ✓ Commodity Order Form (if not already received at the 2007 Montana School Nutrition Association Conference)

Please look on the OPI Web site www.opi.mt.gov/schoolfood/index.html for the following forms
(depending on your menu planning option):

- ✓ Traditional/Enhanced Production Record Form and Instructions
- ✓ NuMenus Production Record Form and Instructions
- ✓ Standardized Recipes Form and Instructions
- ✓ Receiving School Record Form and Instructions (*for schools with satellite locations*)

Important! If you are a NEW foodservice manager, please **plan to attend the FREE** foodservice manager trainings on October 24, 2007 in Helena, October 25 in Glendive and Great Falls, and October 26 in Missoula and Billings (more information coming soon!). If you have questions, please contact the School Nutrition Programs office at (406) 444-2501.

Enclosures



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Superintendent

Date: August 3, 2007

To: Local Education Agencies (LEAs)

From: Christine Emerson, School Nutrition Programs Director

Subject: Civil Rights Training Requirement for School Nutrition Programs Staff

The LEAs administering the School Nutrition Programs will be required to provide civil rights training for all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. Examples include cooks, servers, lunchroom supervisors, clerks and administrators. Schools must train frontline staff at least one time per year and keep documentation (training topics, date of training, name of attendees) on file at the local level.

At a minimum, the training must include collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution and customer service.

School Nutrition Programs has created a presentation that LEAs may use to meet this requirement. The training can be found at www.opi.mt.gov/schoolfood/index.html (click on "Lunch, Breakfast, Snacks and Milk" and look under "Civil Rights"). There is also a form in this same location that may be used to document training.

If you have any questions, please contact School Nutrition Programs at (406) 444-2501.



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CIVIL RIGHTS TRAINING	
Date Provided	
Presenter	
Attendees (list names)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Topics Covered (a copy of the training may be attached)	

Keep this form on file at the Local Education Agency (LEA).
For questions, please contact School Nutrition Programs at (406) 444-2501.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

TRAINING & TECHNICAL ASSISTANCE for FOOD SERVICE MANAGERS

Scheduled Trainings: Mark Your Calendar Today!

School Nutrition Regional Administrative Training: This training is geared toward school administrators, clerks and secretaries. Learn about free and reduced-price meal applications, program requirements, and much more. Training will occur on *September 26 in Helena, September 27 in Great Falls, September 28 in Missoula and Billings, and October 24, 2007, in Glendive (more information coming soon!).*

Nutrikids Menu Planning Training: A training session (by Amy Guza, MPH, RD, Team Nutrition consultant) will be held in Helena on *Monday, September 24, 2007* to assist you in planning menus using Nutrikids, a nutrient standard menu planning software program. Registration information will be available in August on our Web site. This is a beginner to intermediate class on the menu planning module. There is no registration fee required.

Food Safety/HACCP Training: A training session will be held in Bozeman on *Friday, October 19* to assist you in meeting USDA's new food safety/HACCP requirements. Registration information will be available in August. For more information, check out the School HACCP/Food Safety web site at: <http://www.opi.mt.gov/schoolfood/HACCP.html>. There is no registration fee required.

Foodservice Manager Regional Training: This training is geared toward foodservice managers. It will provide something for everyone, both new and experienced managers. Topics will include what to expect during a review, requirements for your programs, tips and tricks for filling out paperwork, and a chance to exchange ideas with other foodservice managers. Training will occur on *October 24 in Helena, October 25 in Glendive and Great Falls, and October 26 in Missoula and Billings (more information coming soon!).*

MSNA/OPI Annual Summer Food Service Conference: This three-day conference will take place on *June 24-26, 2008 in Billings* at the Holiday Inn. The pre-conference and conference sessions will provide opportunities to further your certification/professional development in school nutrition.

Cost Control Classes: "Making the Bottom Line a Top Priority" Learn effective strategies for running a cost-effective foodservice program. Regional classes will be offered if a substantial number (5-10) of schools indicate an interest in attending. One-on-one assistance is also available. Call School Nutrition Programs at (406) 444-2501 for more information.

School Wellness Policy: Information about this new requirement is available on our Web site at <http://www.opi.mt.gov/schoolfood/wellness.html>. Free resources, like the *Recess Before Lunch* guide, *Nutrition SEN\$E*, and *Healthy Students Learn More*, and *Making It Happen in Montana: School Wellness in Action* are available at <http://www.opi.mt.gov/schoolfood/wellness.html>. Training and technical assistance is available from our staff.

Peer Mentor Network: Do you have a problem that needs the expertise of another foodservice manager? The Montana Team Nutrition Program has established a network of school food service trainers from schools throughout Montana who can help you with school nutrition issues. The directory of trainers is on our Web site <http://www.opi.mt.gov/schoolfood/index.html>. Contact the Montana Team Nutrition Program for more information.



PROMOTIONS & READY RESOURCES

for FOOD SERVICE MANAGERS

National School Lunch Week: "Vote for School Lunch" during the week of October 15-19, 2007.

National School Breakfast Week: "School Breakfast: Fuel Your Imagination" during the week of March 3-7, 2008. Contact us for help in celebrating these events or go to School Nutrition Association's Web site for more information on these celebrations: <http://www.schoolnutrition.org/>.

HealthierUS School Challenge: This national challenge recognizes schools that provide students with nutritious meals, nutrition education and adequate levels of physical activity. Take the challenge to receive a Silver or Gold award. For more information contact the Montana Team Nutrition Program or go to the following Web site: <http://www.fns.usda.gov/tn/HealthierUS/index.htm>.

Healthier Montana Menu Challenge: This is Montana's own challenge to recognize schools which serve healthy meals and snacks to students at lunch, breakfast and through an a la carte program, if applicable. You are encouraged to apply and receive statewide recognition for your exemplary efforts in supporting school wellness, sound nutrition and healthy role-modeling through your menu. Technical assistance and training is available from the staff of Montana Team Nutrition Program. The application is located at the following link: <http://www.opi.state.mt.us/schoolfood/index.html>.

Mentoring Grants for School Foodservice Personnel: Are you interested in learning from your peers on topics such as healthful menu planning, cost control or a new meal service procedure (i.e. Grab and Go Lunches)? A limited number of \$300 mini-grants will be available through support from a USDA Team Nutrition Training Grant to support a visit to another school foodservice program. The simple application is located at the following link: <http://www.opi.state.mt.us/schoolfood/index.html>. Grants will be awarded on a first-come, first-serve basis.

Montana Lunchline Listserv: This electronic listserv is a great way to stay connected with the Office of Public Instruction staff and learn from your peers about school nutrition issues. You will receive current information about school nutrition programs, recipes, and ideas to market and promote healthful foods and beverages. To participate, all you need is an e-mail address. Contact Katie Bark at kbark@mt.gov if you want to join.

Ready Resources on School Nutrition/Nutrition Education for Students: Links to a variety of nutrition education (including USDA's Eat Smart Play Hard resources) and food service resources will be available soon at the following link: <http://www.opi.mt.gov/schoolfood/nutritioned.html>.

For More Information

Montana School Nutrition Programs

Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
(406) 444-2501
www.opi.mt.gov/schoolfood/index.html
cemerson@mt.gov

Montana Team Nutrition Program

Montana State University
PO Box 173360
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kbark@mt.gov





Healthy School Award Opportunities

Be a Healthy School Champion!

Has your school and/or foodservice program staff worked hard to improve the food choices, nutrition education or physical activity opportunities for your students? If so, we encourage you to apply for one or both award programs that will provide recognition to your school for nutrition excellence and wellness.

The two award programs are:

The HealthierUS School Challenge and the Healthier Montana Menu Challenge

What is the HealthierUS School Challenge?

It is an award program (Silver or Gold levels) for schools that have taken a leadership role in helping students learn to make healthy eating and active lifestyle choices by offering menus and snacks that meet the guidelines of the USDA's MyPyramid, and providing students nutrition education and physical activity opportunities.

How does it work?

Schools must meet a basic set of criteria. To be certified, a school must:

- Be an elementary school,
- Be enrolled as a Team Nutrition School,
- Offer reimbursable lunches that demonstrate healthy menu planning practices and principles of the *Dietary Guidelines for Americans* and that meet USDA nutrition standards,
- Provide nutrition education to students,
- Provide students the opportunity for physical activity,
- Maintain an Average Daily Participation of 70 percent or higher of school enrollment for reimbursable lunches, and
- Adhere to guidelines established by the Food and Nutrition Service (FNS) for foods served/sold in schools outside the National School Lunch Program.

For more information on the HealthierUS School Challenge visit the Web site

<http://www.fns.usda.gov/tn/HealthierUS/index.html>.

What if my school does not maintain an Average Daily Participation of at least 70 percent for reimbursable lunches but has worked hard to improve the breakfast, lunch or a la carte program offerings at my school? Then, consider applying for a **Healthier Montana Menu Challenge Award**.

What is the Healthier Montana School Challenge?

It is an award program which is based on the HealthierUS School Challenge criteria but does not require the 70 percent participation level. It also allows schools to apply for an award for the breakfast program, lunch program or a la carte program or all three. Applying for either program is an opportunity to make your school the healthiest place possible and to achieve recognition for your outstanding school foodservice program!

(OVER)

How does it work?

- A menu-based recognition program that meets nutrition criteria for breakfast, lunch and a la carte offerings.
- Recognizes schools serving healthy school meals that are consistent with the 2005 Dietary Guidelines for Americans and USDA's MyPyramid; thereby allowing more Montana children the opportunity to enjoy whole grain foods, whole fresh fruits and vegetables, low-fat dairy foods and low-fat entrees.
- Supports youth in fueling healthy bodies and smart minds.
- Applications are open to all Montana schools, regardless of participation level in the school meals program; and
- Allows schools to apply for all three components (breakfast, lunch, and a la carte) or for any one of the three.

For additional information on the Healthier Montana Menu Challenge, (menu criteria and the application) go to the Web site: <http://www.opi.mt.gov/schoolfood/index.html>

Why apply for an award? Allow your school staff to receive:

- Recognition,
- Media Coverage,
- Sense of Pride,
- Achievement, and most of all:
- Accomplishment of setting up a school environment that supports better health and academic success for students and staff.

All schools are encouraged to apply.

The Montana Team Nutrition staff is willing to assist with the application processes. If you are interested in applying for an award, please contact Molly Stenberg at the Montana Team Nutrition Program at telephone (406) 994-7217 or by e-mail at stenberg@montana.edu.



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Linda McCulloch
Superintendent

THINK FOOD

School Nutrition Programs

July 2007



WELCOME BACK!

NEW COMMODITY SURVEYS

The following new commodities have been ordered for this year:

Pork, Cooked Seas Patty
Strawberry Cups, Frz.
Mozzarella, LMPS, Shred. Frz.
Rice, Brn, Lng Grn, Quik Cook

We want to hear how you and your students liked these products. We will be sending out surveys as these new items are shipped. Your opinion matters so please take a few minutes to complete and return the surveys to Food Distribution.

If you did not order any of these new items there are still some

brown rice and pork patties available. Use a Commodity Request form to place your order.

COMMODITY CARRY-OVER REMINDER BEST WHEN FRESH

Ideally, it is best to serve food at its freshest, including commodities. If you stored food through the summer be sure to use it during the first few months of school.

ADDITIONAL COMMODITIES

With your commodity order was a list of additional commodities that are available throughout the 2007-08 school year. To order additional items please use a Commodity Request form

available at:

www.opi.mt.gov/schoolfood/foodDistNEW.html.

Fax your request to Food Distribution at (406) 444-2955.

Please fax your orders by the deadlines listed.



HOLDS AND RECALLS: THE IMPORTANCE OF TRACKING FOOD

Holds and recalls on food serve a valuable purpose. They remove products from commerce that have quality problems or that may cause harm.

It is critical to be able to track food within your own facility so that a suspect food can quickly be located. The most important pieces of information for identifying specific commodity products are the contract and delivery order numbers. These can be found on the boxes or case packaging, but are not usually found on the individual units within a case.

If the product is removed from the original case, the identity of the product can be lost. To be better prepared for a hold or recall, we suggest that when you remove products from their original packaging, you use some method or system for maintaining identifying numbers. This could be as simple as writing the contract and delivery

order numbers on a blank label and sticking it on one of the product units.

LESS PROCESSED FOOD

Due to rising costs we were unable to process enough beef/chicken to fill everyone's orders this year. The number of cases we receive will be allocated in the Fair Share Method. The items processed were the Breaded Beef Steaks, Charbroiled Beef Patties and the Chicken Patty Tenders.



RI\$ING COST\$

Warehouse handling charges will increase this year. With the rising prices of diesel fuel, Watkins and Shepard's fuel surcharge will increase also.

This year, the shipping and handling charge for RCCI's and Private Schools will be \$3.55 plus fuel surcharge per case. You will receive an invoice for this at the end of the school year.



Unfortunately, with these rising costs Food Distribution may, in the future, find it necessary to require schools to help with shipping, handling and processing costs.